
Publications Development Manager

Position Statement

Manages and supervises the design, development and distribution of print and electronic media in support of FEMA, State and local community education and outreach projects. Supports the Publications needs for CEO, Program Delivery and Technical Services Branch. Uses input from the Diversity and Demographics Specialist in the design of these products. Selects and provisions publications; creates and delivers presentation materials, graphics, posters, signage and other types of mitigation promotional materials. Supports the Mitigation Division's Program Delivery, training, education and outreach initiatives. Publication distribution outlets include, but are not limited to, Community Relations staff, Disaster Recovery Centers, Small Business Administration, Mobile Mitigation Outreach, and volunteer agencies. Provides publications support in response to changes that required immediate alternate policy or program direction, example North Carolina's accelerated rental payment. Prepares and delivers operational reports or briefings to the Branch Chief. Coordinate Logistical procurement support. Reports directly to the Deputy CEO Branch Chief.

Attributes

Knowledge

Good understanding of mitigation programs, strategies, and techniques. Extensive knowledge of FEMA mitigation publications, the FEMA Web site library and current editions of the Mitigation Digital Library CD ROMs. Familiar with residential construction techniques and mitigation measures. Expert knowledge of Microsoft Word, PowerPoint, Excel, Adobe Acrobat, PageMaker, PhotoShop and Illustrator, computer software essential in desktop publishing, presentation and graphics creation, editing and publication. Extensive knowledge of printing and production of documents, signs, posters and other types of mitigation promotional materials. Familiar with policies concerning equal employment opportunities, ethics, and safety.

Skills and Abilities

- ❑ Efficient and highly skillful in using publication application software.
- ❑ Expert in desktop publishing and printing with a concentration on graphic design.
- ❑ Possesses good writing and editing skills.
- ❑ Creative and effective graphic presentation skills.
- ❑ Can effectively manage multiple complex projects.
- ❑ Using effective interpersonal, administrative, leadership, team building, management, and organizational and supervisory skills.
- ❑ Able to assemble computer peripherals.
- ❑ Makes logical and mission oriented decisions and readily accepts responsibility for actions and uses good problem solving techniques.
- ❑ Can operate comfortably under stressful conditions in a politically sensitive environment and manage work related stress conditions.
- ❑ Establishes priorities, time management, appropriately delegates responsibilities and authority and is an effective problem solver.

Duties

- ❑ Assist CEO Branch Chief in development of goals and objectives.
- ❑ Make publication list to fit the disaster situation and order publications from FEMA for distribution by Community Relations, DRCs, Mobile Mitigation Assistance Vehicles, Volunteer Agencies, special events, schools, community groups, local and state officials, FEMA staff and other distribution methods.
- ❑ Develop and create mitigation publications for specialized requirements and site specific issues.
- ❑ Establish publication storage, distribution procedures and inventory control.
- ❑ Arrange for printing of site-produced mitigation materials with the FEMA DFO logistics section, local printers and the Government Printing Office using the 60-1 form (as appropriate).
- ❑ Update mitigation CD-ROM mitigation library and distribute updated CDs.
- ❑ Coordinate with ESF-5 GIS and Mitigation-HQ GIS for maps, signage, presentations, and exhibits requirements.
- ❑ Provide graphics and publication support for Mitigation Division staff.
- ❑ Supervise the Computer Graphic Technician(s) and other staff required for the production and distribution of mitigation material.
- ❑ Obtain and use applicable digital libraries (WA-Toolkit, Mitigation Digital Library 2nd Edition, SpMit_Toolkit, Mitigation Digital Library-FEMA DR-1251-MS edition) to facilitate document production.
- ❑ Provide input to the Deputy CEO Branch Chief for daily situation report.
- ❑ Obtain a DFO Federal Express account number from FEMA DFO Logistics/Resource Support for use when needed for expedited delivery of documents from FEMA Publications.
- ❑ Coordinate with Technical Services Branch Chief to obtain a technical review of newly developed disaster-specific material.
- ❑ Logistical and resource procurement support.
- ❑ Maintain a log of activities for After-Action Report.